

BUCKHURST HILL PARISH COUNCIL



TRAINING POLICY

JULY 2019

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the forward plan as efficiently as possible. The Council is committed to the Training and Continuous Performance Development (CPD) of its Members and employees.

Training methods may include, but are not limited to, attendance at courses, seminars, 1:1, and provision of text books and can take place at the training providers' premises or within the Parish.

1. STAFF TRAINING

1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.

1.2 Accordingly, each member of staff is interviewed by way of a staff appraisal once a year. During this appraisal training needs are discussed.

1.3 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Parish Clerk or their line manager of any areas of work in which they feel they require training.

1.4 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.

1.5 The Council has also set aside a specific budget for staff training.

1.6 For a new Clerk there will be a paid handover period with the outgoing Clerk and an opportunity to gain the foundation clerk's qualification: Certificate in Council Administration (CiLCA). The Clerk is expected to attend training relevant to the role in addition to CiLCA.

2 COUNCILLORS TRAINING

2.1 As the policies of the Parish Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. Accordingly, the training budget is also to be used for Councillors training.

2.2 All Councillors are offered the opportunity to attend all relevant training courses offered by the various service providers.

2.3 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various training providers including Epping Forest District Council, Society of Local Council Clerks, National Association of Local Councils and the Essex Association of Local Councils.

2.4 All new Members are expected in their first year to attend the Essex Training Partnership's Councillors' Training Days 1 and 2 or equivalent, to gain a good understanding of their role, responsibilities, Code of Conduct, law and procedures. Members are expected to attend training for areas where they have specific

responsibility e.g. planning. Similarly, the Chairman of the Council and Committee Chairmen are also expected to attend Chairman's training

3 TRAINING COURSE FEEDBACK

3.1 In order to evaluate training, employees and Members are required to provide evaluation feedback on how successful and appropriate the training has been.

3.2 Staff and Members are also required to produce a report on the training course attended, this should include a note on each section of the training, what they have learned from the training and what the Parish Council can use and implement in the future. If required, the Council will provide administrative support to assist in the production of the report.

3.3 This report is then be submitted to the Personnel Committee and then relayed back to appropriate staff and Members who may also benefit from the training.

3.4 Employee reports are to be circulated to the line manager, and other members of staff if considered appropriate.

3.5 Members' reports are to be added as an Agenda Item and discussed at appropriate meetings.

3.6 The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

3.7 The additional knowledge will give a better focus to the Council's responsibilities, thus providing a more effective service to the electorate.